



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Violet Varona-Lukens, Executive Officer
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Chief Probation Officer

At its meeting held June 8, 2004, the Board took the following action:

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The following item was called up for consideration:

The Chief Probation Officer's recommendation that the Board find that services can be performed more economically by an independent contractor; award and instruct the Chairman to sign contract with RapidText, Inc., at an estimated annual cost of \$1,121,000, to provide transcribing services for the Department, effective July 6, 2004 through July 5, 2005, with option to renew for four additional 12-month periods; authorize the Chief Probation Officer to execute the renewal options at an estimated annual cost of \$1,121,000 for each term, and to execute contract modifications not to exceed 10% of the contract cost and/or 180 days to the period of performance

Supervisor Antonovich made the following statement:

"The Probation Department began contracting for transcribing services in 1986 with the intent to phase out its in-house transcribing services. The phasing out process included reducing the County's transcribers through attrition and having Deputy Probation Officers complete their own reports on the computer. While the Department has made significant progress in its efforts with the Deputy Probation Officers, attrition has been very slow - necessitating another plan of action.

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“Under the current contract, the annual savings to the County are \$151,035. Completing the phase out plan, which would yield additional savings to the County, should be expedited.”

Therefore, on motion of Supervisor Antonovich, seconded by Supervisor Burke, unanimously carried, the Board took the following actions:

1. Adopted the Chief Probation Officer's attached recommendation;
and
2. Directed the Chief Probation Officer to report back to the Board within 30 days with a plan to expedite the phasing out of transcribing services.

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Attachment

Copies distributed:

Each Supervisor
Chief Administrative Officer
County Counsel